

Application For Employment

City of Bloomington
Human Resources Department
401 N. Morton Street, Suite 230
Bloomington, IN 47404
(812) 349-3404
(812) 349-3446 Fax
(812) 349-3539 Job line
www.bloomington.in.gov
hrmail@bloomington.in.gov

AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, number of dependents, or any other legally protected status.

Reasonable accommodations to people with disabilities available upon request to Human Resources.

(PLEASE PRINT)

Position(s) applying for (be specific):

1. _____
2. _____
3. _____

NAME _____
(Last) (First) (Middle)

Social Security #: _____ Today's Date: _____

Address: _____

City State Zip Code

Telephone(s): _____

E-mail (optional): _____

Have you ever been employed by the City of Bloomington? ☐ Yes ☐ No

If Yes, give date & department _____

On what date would you be available to work? _____

Are you a U.S. citizen or otherwise legally authorized to work in the United States? ☐ Yes ☐ No

Proof of eligibility to work in the U.S. will be required upon employment.

Have you been convicted of, or are you currently charged with, any crime or has your driver's license been suspended? ☐ Yes ☐ No

A current charge or conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

Education

	NAME	CITY	DEGREE/ MAJOR
High School/GED			
Business/ Trade School			
College			
Graduate/ Professional			

Special Skills

List your special qualifications, skills or accomplishments. Some examples are skills with machines or equipment, construction trade skills, typing w.p.m., computer experience, knowledge of Microsoft Word and Excel programs or other computer applications, public speaking or writing experience, etc. (Inclusion of a resume is desirable if applying for professional positions.)

Do you have a valid

Driver's license?

☐ Yes ☐ No

Commercial Driver's License (CDL)?

☐ Yes ☐ No

Type:_____

Some positions do not require a driver's license. If you do not have a valid driver's license that will not necessarily disqualify an applicant from employment.

List professional, trade, business or civic activities and offices held.

Have you ever had any job-related training in the United States Military?

☐ Yes ☐ No

If Yes, please describe_____

Employment History

1	Company Name:	Telephone: ()
	Address:	Employed - (State month and year) From To
	Supervisor:	Weekly pay Start Last
	List Job Title & Duties:	Reason for Leaving:

2	Company Name:	Telephone: ()
	Address:	Employed - (State month and year) From To
	Supervisor:	Weekly pay Start Last
	List Job Title & Duties:	Reason for Leaving:

3	Company Name:	Telephone: ()
	Address:	Employed - (State month and year) From To
	Supervisor:	Weekly pay Start Last
	List Job Title & Duties:	Reason for Leaving:

We may contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT

Employer Number(s) _____ Reason _____

References

Give name, address and telephone number of three references who are not related to you and are not previous supervisors.

NAME & OCCUPATION	ADDRESS	TELEPHONE

Applications will be screened after the closing date of the job posting. Applicants will be notified whether or not they will receive an interview. Applications are kept on file for one year. If you wish to apply for any future job openings, you may contact Human Resources to have your application pulled and submitted. All available external job vacancies are advertised in the Herald Times, posted on the bulletin board in the Human Resources Department, City of Bloomington website at www.bloomington.in.gov and on the job line (812) 349-3539.

PLEASE READ AND SIGN THE FOLLOWING STATEMENT

I certify that all information provided in this Application for Employment is true, accurate and complete. I understand that any misrepresentation or omission of facts is sufficient reason for rejection of this application or termination of subsequent employment regardless of the timing or circumstances of discovery. Except as indicated on page three of this application, I authorize the City of Bloomington to investigate all statements made on my application and release from liability former employers, institutions or persons providing such information to the City.

I hereby authorize the City of Bloomington to conduct work history, personal references or criminal history inquiries to determine my acceptability for employment.

I understand that, in connection with the routine processing of the employment application or when hiring for certain positions, the City of Bloomington will request and conduct a criminal background check.

I understand that acceptance of this application or an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

DATE _____

SIGNATURE _____

Voluntary Affirmative Action Information Survey

City of Bloomington – 2011

We are an Equal Opportunity Employer Answering the following questions will help us meet our recording requirements for the Equal Employment Opportunity Commission and our Affirmative Action Program. This information is used for statistical purposes only, and is kept confidential. Voluntary Affirmative Action Surveys are separated from the application before being reviewed by the Department that is hiring. *The managers making the hiring decisions do not have access to this information.*

It is the City of Bloomington's policy to encourage and support equal employment opportunities for all applicants and employees without regard to race, color, ancestry, sex, religious creed, national origin, physical disability, mental disability, medical condition, age, marital status, political affiliation, sexual orientation, or disabled veteran or Vietnam era veteran status. Employment decisions will be evaluated on the basis of an individual's skills, knowledge, abilities, job performance and other legitimate qualifications. **Thank you for helping us maintain accurate records for the Affirmative Action Program.**

Name: _____

Date: _____ **Zip code (home):** _____

Position Applied For: _____

Date of Birth: _____ **Age:** _____ **Gender:** ☐ MALE ☐ FEMALE

Where did you learn of the Job Vacancy? (select all that apply):

☐ Unemployment Office ☐ Word of Mouth ☐ Internet/ Web page
☐ City Job Posting Bulletin Board ☐ Newspaper _____ ☐ Other _____

Ethnicity (please select all that apply):

☐ Black/African-American ☐ American Indian/Alaskan Native ☐ Asian
☐ Hispanic/Latino ☐ White (non-Hispanic) ☐ Native Hawaiian/Other Pacific Islander
☐ Other _____

Are you disabled?* ☐ Yes ☐ No **Are you a disabled veteran?***** ☐ Yes ☐ No

Are you a Vietnam-era veteran?** ☐ Yes ☐ No **Are you an "other veteran"?****** ☐ Yes ☐ No

*Under the American with Disabilities Act (ADA), "an individual with a disability is a person who: 1) physical or mental impairment that substantially limits one or more major life activities, 2) has a record of such impairment or 3) is regarded as having such as an impairment."

** A Vietnam-era veteran is defined as a person who served on active duty for more than 180 days, any part of which occurred during the period August 5, 1964 to May 7, 1975.

*** A disabled veteran is defined as a person who is entitled to compensation under the laws administered by the Veterans Administration for disability, or whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

****An "other veteran" is defined as a person who served on active duty during a war or in a campaign or expedition for which a campaign badge, a service medal, or an expeditionary medal has been authorized. "War" includes veterans with active duty service between December 7, 1941 and April 28, 1952, officially designated as World War II. Active duty veterans of Korea, Vietnam, Desert Shield/Storm and other campaigns or expeditions are included because those actions were designated with a campaign badge or medal.